INSTITUTE of Museum and Library SERVICES

Welcome to the IMLS Webinar on the Native American Library Services Basic Grant Program

IMLS Staff participating today:

Alison Freese, Senior Program Officer, 202-653-4665; afreese@imls.gov

Traci Rucker, Library Program Specialist, 202-653-4689, trucker@imls.gov

Kathy Mitchell, Library Program Specialist 202-653-4687; kmitchell@imls.gov

Native American/Native Hawaiian Library Services
Institute of Museum and Library Services
1800 M Street NW, 9th Floor, Washington, DC 20036-5802
Fax: 202-653-4601

Alison

Traci

Kathy

We want to answer the following questions today:

Part 1— (30-40 minutes)

- What is the Basic Library Grant?
- What is the Education/Assessment Option?
- Who is eligible for the Native American Library Services Basic Grant program?
- What is the budget for the FY12 Native American Library Services program?
- How are funds used by Tribes?
- What changes are there in the Basic Grant program for FY12?
- When is the application due?

First Q & A Break

- Where are the IMLS-required forms for the Basic Grant?
- How do we fill them out?

Second Q & A Break

Part 2–(Optional) (15 minutes)

- Where is the Basic Grant application package on Grants.gov?
- How do you fill out the SF-424s and attach the IMLS-required documents?
- Q & A

INSTITUTE of Museum and Library SERVICES

To begin, Traci will provide
technical instructions for our webinar—

After the webinar is over, you can email Traci at trucker@imls.gov to request a PDF copy of this PowerPoint presentation.

INSTITUTE of Museum and Library SERVICES

What is the Basic Library Grant?

Basic Grants are non-competitive grants that are distributed in equal amounts among eligible applicants to support existing library operations and to maintain core library services.

What is the supplemental Education/Assessment Option?

The supplemental Education/Assessment Option is also non-competitive and must be requested.

The purposes of the Education/Assessment Option are to provide funding:

- for library staff to attend library-related continuing education courses and training workshops on- or offsite;
- for library staff to attend or give presentations at conferences related to library services;
- and to hire a consultant for an onsite professional library assessment.

INSTITUTE of Museum and Library SERVICES

Who is eligible for the Native American Library Services Basic Grant Program?

Eligibility

Indian Tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Referred to as "Tribes."

Minimum Requirements of Library Service

At a minimum, a Tribe should be able to document an existing library that meets three basic criteria:

1. materials available for library users
2. regularly scheduled hours, and
3. staff available to help library users access resources

Partnering possibilities:

Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with a Tribe.

The assumption in such a partnership is that the tribal community that applies for the grant is directly served and that it directly benefits from the grant activities that are carried out by the partner.

INSTITUTE of Museum and Library SERVICES

What is the budget for the FY12 Native American Library Services Program?

In FY12

Approximately $3.3 Million available for:

- Basic Grants of $6,000
- Basic Grants with Education/Assessment Option of $7,000 ($6,000 Basic and $1,000 Option); and
- Remaining funds are allocated to Enhancement Grants

In comparison, in FY11:

Approximately $3.39 Million distributed between:

- 30 Basic Grants of $6,000
- 193 Basic Grants with Education/Assessment Option of $7,000
- 15 Enhancement Grants with remaining funding for approx. $2 Million

INSTITUTE of Museum and Library SERVICES

How are Basic Grant funds used by Tribes?

BASIC GRANT:

- Library personnel:
  - Permanent staff salary and benefits,
  - Temporary staff, i.e. Summer Reading Coordinator, staff for evening and weekend hours
- Materials, supplies, and equipment:
  - Collection development—books, electronic resources, subscriptions, software, digital archival material, special collections
  - Equipment—computers, wireless equipment, E-Readers, copiers, printers
  - Library automation software and equipment; computer software upgrades
  - Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (no construction or renovation, though)
  - Library supplies
- Services
  - Storytellers and other program-related presenters, for i.e. literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training sessions
  - Tutors
  - Program-related supplies, i.e. Summer Reading, arts & crafts, study skills, college prep, book clubs, intergenerational projects
  - Internet access
  - Technical training and support
  - Digitization of local materials, i.e. family photographs, videos, sound recordings
- Other
  - Fees to join a consortium to share resources and databases
  - Fees for membership in library-related organizations
  - Renewal fees for library automation technical support and upgrades

How do Tribes use the Education/Assessment Option?

Since 2005, the Option has provided tribal librarians the opportunity to learn from experts, attend library-related conferences and workshops, and interact and network with other tribal librarians and library professionals from around the country

Training and Networking opportunities:

- State library-related conferences, training workshops, certification classes, etc.
- State library conferences
- Regional or state-level Tribal librarian gatherings
- National conferences like the American Library Association (www.ala.org) (and its affiliate American Indian Library Association (AILA)), Association of Tribal Archives, Libraries, and Museums (www.atalm.org), Society of American Archivists, Computers in Libraries, Public Library Association, etc.

Assessments:

- Assessments by professional librarians, with written recommendations
- Technology assessments for replacement and upgrades of equipment and software, with specifications to follow

If funding is not fully spent on an assessment, the remaining amount may be put toward carrying out assessment recommendations, i.e. purchasing library materials and equipment.

Please note: If you still have unspent funds in this category toward the end of the grant, contact us to discuss possibilities for using those remaining funds for Part A core library expenses. This funding should be fully spent to improve library services to your community. Returned funds are sent back to the U.S. Treasury and are lost to our program.

INSTITUTE of Museum and Library SERVICES

Why is IMLS implementing changes in the Basic Grant program this year?

- We hope to improve the application process and simplify administration of the grant.
- Last year 223 Tribes received Basic Grant funding out of 566 (at last count) federally-recognized Tribes and Alaska Native villages (plus Alaska Native village corporations and regional corporations under ANCSA)
- We found that **214 Tribes** had applied for the Basic Grant **3 or more times in the past 5 years,** so there is a lot of continuity in this program
- We asked ourselves what IMLS could do to smooth the way for these 200+ Tribes to receive the non-competitive Basic Grant every year…

INSTITUTE of Museum and Library SERVICES

What are the changes in the Basic Library Grant Program for FY12?

INSTITUTE of Museum and Library SERVICES

Biggest change?
1. From one-year to multi-year project period

Before

- One year award period
- Application through Grants.gov every year

Now

- Multi-year project period in one-year budget increments:
  - FY12: $6,000 or $7,000
  - FY13: $6,000 or $7,000
  - FY14: $6,000 or $7,000

  (Submit only FY12 budget with FY12 application (not 3 budgets at once)
- Application through Grants.gov every three years

INSTITUTE of Museum and Library SERVICES

2. New start and end date for award period

Before

- October 1-September 30
- With final report due 90 days after end of grant

Now

July 1, 2012-June 30, 2015

[On the Application for Federal Domestic Assistance (SF-424s), put these dates as the start and end dates for your Basic Grant!]

With interim report and new budget request required to receive the next year's funding

There will be a 3-month overlap between FY11 and FY12:

- FY11 funding will end Sept. 30, 2012
- FY12 funding will start on July 1, 2012

INSTITUTE of Museum and Library SERVICES

3. Simplified library plan

Before

Long-range Plan

- Extensive Outcome-based plan required

Now

Library Services Plan for 2012-2015

- 1 to 3 page plan required with:
  - Requested amount for each fiscal year
  - How IMLS funds will be spent

Questions to consider:

- What are you focusing on in each fiscal year?
- Why is it important?
- How will you carry out your plans successfully?
- What results do you anticipate?

A sample plan is available on request.

INSTITUTE of Museum and Library SERVICES

When is the application due?

Deadline:

THURSDAY, MARCH 1, 2012, 11:59 P.M.

ONLY THROUGH GRANTS.GOV

- Don’t wait for the deadline! There are many ways that the online submission process can be delayed. IMLS does not accept late applications.

- If you have technical problems with Grants.gov and think you may have difficulty meeting the deadline, contact IMLS right away so we are aware of the situation and can monitor your progress.

INSTITUTE of Museum and Library SERVICES

So, how does this work?

What is the timeline?

March 1, 2012—Basic Grant application deadline for Grants.gov submission
May or June 2012: Awards announced

Year 1: July 1, 2012-June 30, 2013

Year 2: July 1, 2013-June 30, 2014

Required for Year 2 funding: Interim report for Year 1 plus Year 2 budget request (Due date TBD)

Year 3: July 1, 2014-June 30, 2015

Required for Year 3 funding: Interim report for Year 2 plus Year 3 budget request (Due date TBD)

Final report due (due date TBD)

Then a new application will be due through Grants.gov on March 1, 2015 for following 3 years.

Please note: If a Tribe doesn't request Year 2 funding, it will have to begin a new 3-year cycle by applying through Grants.gov the following year.

INSTITUTE of Museum and Library SERVICES

Funding in FY13 and FY14

In the three-year award period from July 1, 2012, through June 30, 2015, funding for FY13 and FY14 will be made available based on the following conditions:

- Availability of funding
- Proof of substantial progress as determined by interim reports
- A new request for funding submitted directly to IMLS that will include a budget for the next award period
- Written notice from IMLS to proceed with grant activities

INSTITUTE of Museum and Library SERVICES

If a Tribe alternates its support of different libraries serving their community….

If a Tribe applies on behalf of two or more different library entities and alternates their support between them, it is still possible to do this under the new three-year project period. The Tribe would simply designate which entity it wishes to support as a part of its new budget request each fiscal year. Remember, it is the Tribe that is the eligible applicant and not a particular library.

INSTITUTE of Museum and Library SERVICES

What if you don't apply this year?

You will be able to apply through Grants.gov in the next round, with a deadline of March 1, 2013.

If you apply this year for a multiyear grant, you **will not** need to submit another application through Grants.gov for the subsequent years of the award.

If you come in next year, the Basic Grant would run for three years from 2013-2016.

INSTITUTE of Museum and Library SERVICES

Q & A

What questions do you have so far?

Traci will moderate the Q & A

INSTITUTE of Museum and Library SERVICES

Part 2: How do I find the FY12 Basic Grant guidelines and application forms?

Web-based guidelines are new this year too!

General Program Information:

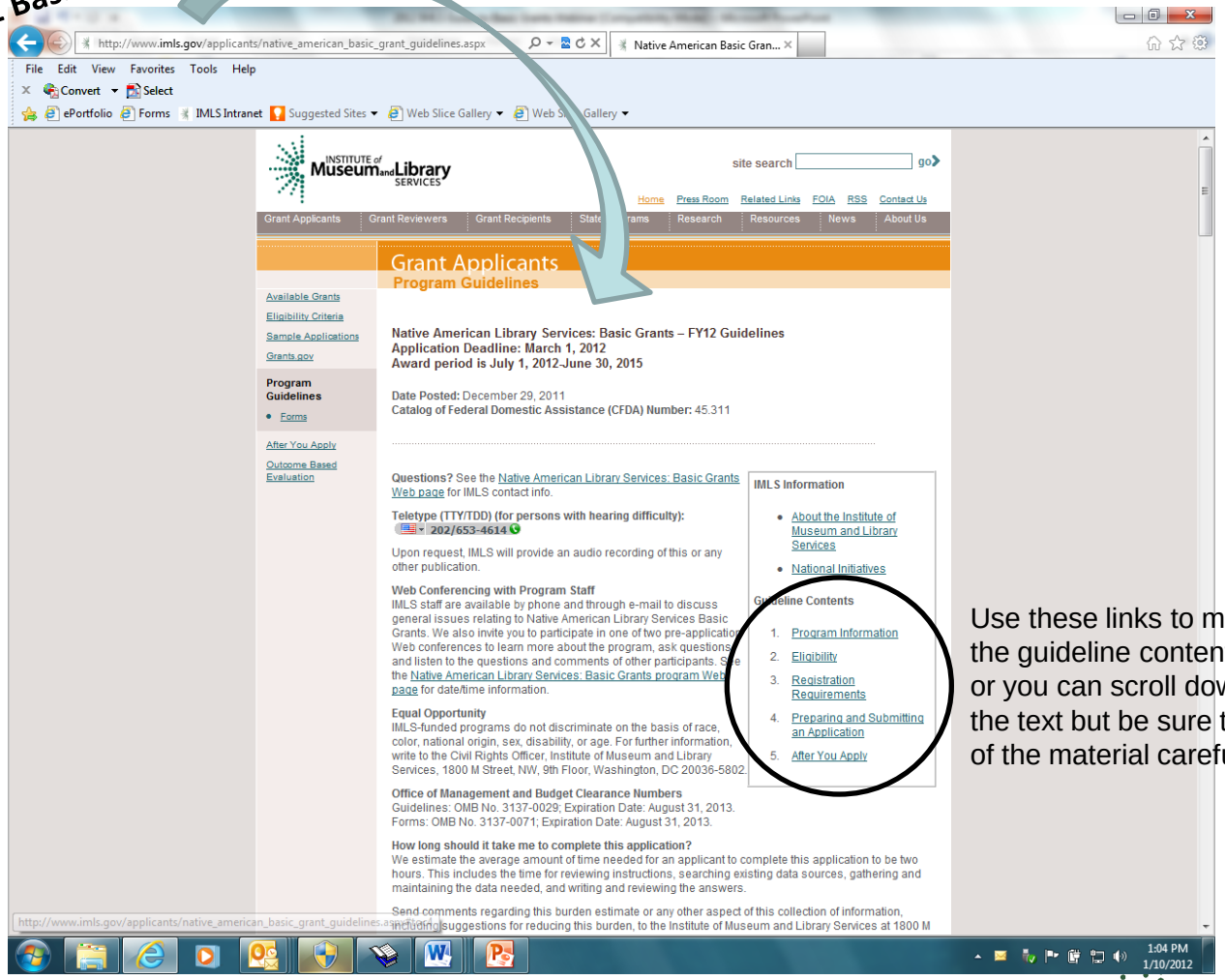
http://www.imls.gov/applicants/detail.aspx?GrantId=15

Direct link to FY12 Basic Grant guidelines:

http://www.imls.gov/applicants/native_american_basic_grant_guidelines.aspx

INSTITUTE of Museum and Library SERVICES

These are the web-based guidelines for the FY12 Basic Library Grant



Use these links to move within the guideline content sections--or you can scroll down through the text but be sure to read ALL of the material carefully

INSTITUTE of Museum and Library SERVICES

1. First you will want to read the "Program Information" section.

2. Then you are ready to start with the "Preparing and Submitting an Application" section that provides instructions on how to complete the IMLS-required documents, which are:

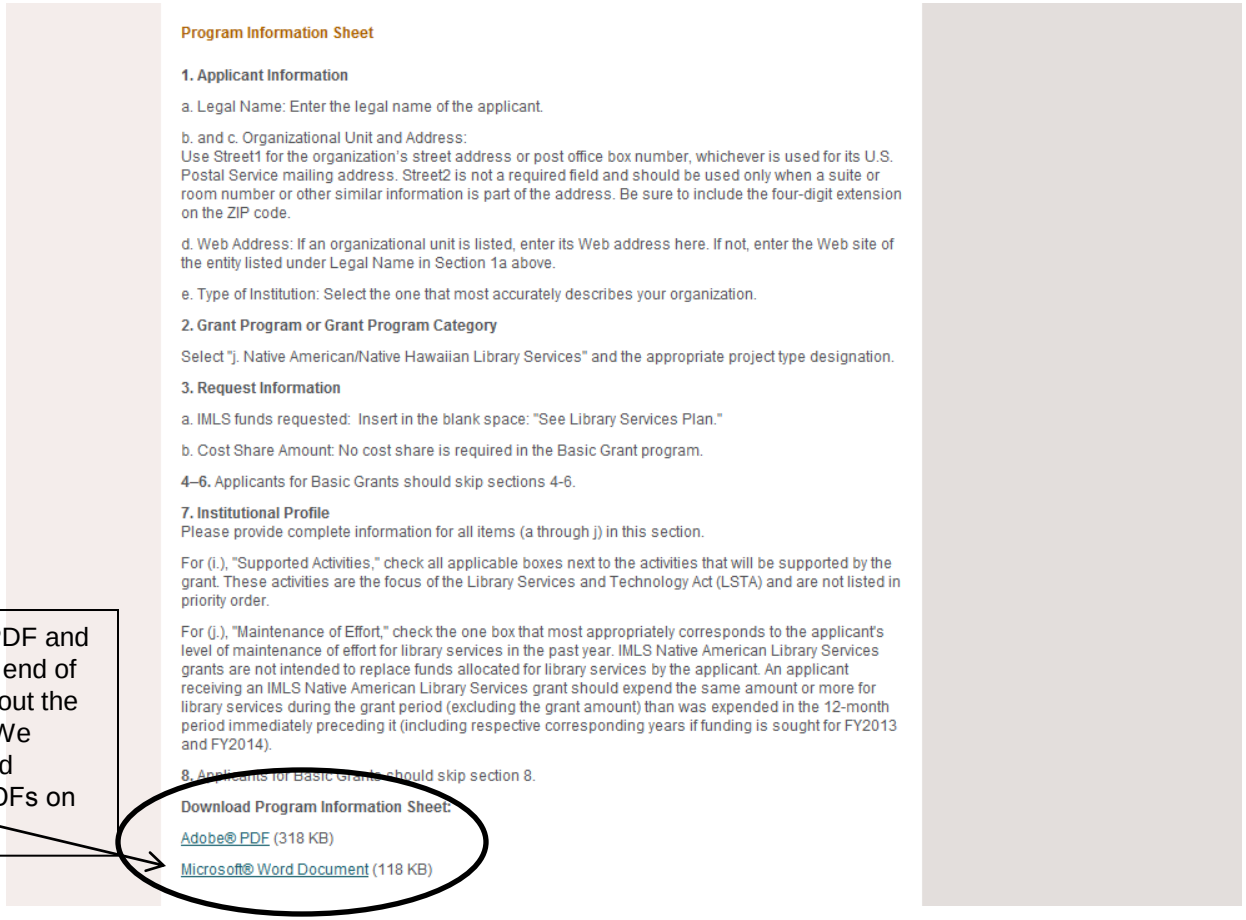
1. **Program Information Sheet**
2. **Part A—Project Budget for Native American Basic Grant for FY12 ONLY**
3. **Part B—Project Budget for Education/Assessment Option (if requested) for FY12 ONLY**
4. **Library Services Plan for 2012-2015**

3. Don't forget that the Application for Federal Domestic Assistance (SF-424s) is the other required document to complete this application. It is accessed through the Grants.gov website, which we'll discuss later on.

INSTITUTE of Museum and Library SERVICES

Let's start with the Program Information Sheet

Links to the forms in fillable PDF and Word format are found at the end of the instructions on how to fill out the Program Information Sheet. We recommend you use the Word version, if you can't create PDFs on your computer.



Program Information Sheet

1. Applicant Information

a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address:
Use Street1 for the organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a suite or room number or other similar information is part of the address. Be sure to include the four-digit extension on the ZIP code.

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed under Legal Name in Section 1a above.

e. Type of Institution: Select the one that most accurately describes your organization.

2. Grant Program or Grant Program Category

Select "j. Native American/Native Hawaiian Library Services" and the appropriate project type designation.

3. Request Information

a. IMLS funds requested: Insert in the blank space: "See Library Services Plan."

b. Cost Share Amount: No cost share is required in the Basic Grant program.

4–6. Applicants for Basic Grants should skip sections 4-6.

7. Institutional Profile
Please provide complete information for all items (a through j) in this section.

For (i.), "Supported Activities," check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

For (j.), "Maintenance of Effort," check the one box that most appropriately corresponds to the applicant's level of maintenance of effort for library services in the past year. IMLS Native American Library Services grants are not intended to replace funds allocated for library services by the applicant. An applicant receiving an IMLS Native American Library Services grant should expend the same amount or more for library services during the grant period (excluding the grant amount) than was expended in the 12-month period immediately preceding it (including respective corresponding years if funding is sought for FY2013 and FY2014).

8. Applicants for Basic Grants should skip section 8.

Download Program Information Sheet:

Adobe® PDF (318 KB)

Microsoft® Word Document (118 KB)

INSTITUTE of Museum and Library SERVICES

REMINDER:
ALL OF THE REQUIRED DOCUMENTS MUST BE IN PDF FORMAT!

- Don't use the Adobe PDF forms if you don't have Adobe Professional software. The information will not be saved if you only have the free Adobe Reader software. Don't send us blank forms, please.

- If you don't have Adobe Professional software, we strongly recommend that you use the Word version of the IMLS forms. Fill them out, save them, then make a PDF version of them by using a conversion program, such as http://docupub.com/pdfconvert/, which is a free web-based Word-to-PDF converter. It is quick and easy to use. Other possible PDF converters and necessary software for Grants.gov submission can be found at http://www.grants.gov/help/download_software.jsp

INSTITUTE of Museum and Library SERVICES

Fill out the circled items on page 1

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): XXX

b. Organizational Unit (if different from Legal Name): XXX

c. Organizational Unit Address

Street1: XXX Street2: XXX

City: XXX County: XXX

State: XXX Zip+4/Postal Code: XXX

d. Web Address: http:// XXX (if available)

e. Type of Institution (check one):

- ❑ Academic Library
- ❑ Aquarium
- ❑ Arboretum/Botanical garden
- ❑ Art Museum
- ❑ Children's/Youth Museum
- ❑ Community College
- ❑ Four-year College
- ❑ General Museum*
- ❑ Graduate School of Library and Information Science
- ❑ Historic House/Site
- ❑ Historically Black College or University
- ❑ History Museum
- ❑ Library Association
- ❑ Library Consortium
- ❑ Museum Library
- ❑ Museum Services Organization/ Association
- ☑ Native American Tribe/Native Hawaiian Organization
- ❑ Natural History /Anthropology Museum
- ❑ Nature Center
- ❑ Planetarium
- ❑ Public Library
- ❑ Research Library/Archives
- ❑ School Library, or School District applying on behalf of a School Library or Libraries
- ❑ Science/Technology Museum
- ❑ Special Library
- ❑ Specialized Museum**
- ❑ State Library
- ❑ State Museum Agency
- ❑ State Museum Library
- ❑ Zoo
- ❑ Institution of higher education other than listed above
- ❑ Other, please specify: _____

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)

2. Grant Program or Grant Program Category

- ❑ **a. 21st Century Museum Professionals**

b. Conservation Project Support
- ❑ General Conservation Survey
- ❑ Detailed Conservation Survey
- ❑ Environmental Survey
- ❑ Environmental Improvements
- ❑ Treatment
- ❑ Training
- ❑ with Education Component

c. Laura Bush 21st Century Librarian Program
- ❑ Master's-level Programs
- ❑ Doctoral-level Programs
- ❑ Pre-professional Programs
- ❑ Research (early career development)
- ❑ Research (other than early career development)
- ❑ Continuing Education
- ❑ Programs to Build Institutional Capacity

- ❑ **d. Museum Grants for African American History and Culture**

e. Museums for America
- ❑ Engaging Communities
- ❑ Building Institutional Capacity
- ❑ Collections Stewardship

f. National Leadership Grants

Select Museum or Library:
- ❑ Museum
- ❑ Library

Select Grant Category:
- ❑ Advancing Digital Resources
- ❑ Demonstration
- ❑ Library Museum Collaboration
- ❑ Research

g. Native American/Native Hawaiian Library Services
- ❑ Basic Grant only
- ❑ Basic Grant with Education/ Assessment Option
- ❑ Enhancement Grant
- ❑ Native Hawaiian Library Services

h. Native American/Native Hawaiian Museum Services
- ❑ Programming
- ❑ Professional Development
- ❑ Enhancement of Museum Services

- ❑ **i. Connecting to Collections: Statewide Planning Grants**

This is a consolidated IMLS form. Many sections do not apply to the Native American Basic Grant.

Check the appropriate box

INSTITUTE of Museum and Library SERVICES

Only No. 3a is applicable on page 2: Type in "See Library Services Plan" here instead of a monetary amount

PROGRAM INFORMATION SHEET - PAGE TWO

3. Request Information

a. IMLS funds requested: XXXX

b. Cost share amount: N/A (no cost share required)

4. Museum Profile (Museum Applicants only)

a. Is the institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code and that is organized on a permanent basis for essentially educational or aesthetic purposes? ❑ Yes ❑ No

b. Does the institution own or use tangible objects, whether animate or inanimate? ❑ Yes ❑ No

c. Does the institution care for tangible objects, whether animate or inanimate? ❑ Yes ❑ No

d. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates? ❑ Yes ❑ No

e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates? ❑ Yes ❑ No

Institution's attendance for the 12-month period prior to the application: Onsite: _____ Offsite: _____

Year the institution was first open and exhibiting to the public: _____

Total number of days the institution was open to the public for the 12-month period prior to application: _____

f. Does the institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution? ❑ Yes ❑ No

Number of full-time paid institution staff: _____ Number of full-time unpaid institution staff: _____

Number of part-time paid institution staff: _____ Number of part-time unpaid institution staff: _____

g.

Fiscal year	Revenue/ Support income	Expenses/ Outlays	Budget deficit (if applicable)*	Budget surplus (if applicable)*
Most recently completed FY ____				
Second most recently completed FY ____				

*If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please explain the circumstances of this deficit or surplus in the Text Responses section of the application.

5. Project Partners

In the space below, please list the names of any organizations that are official partners in the project. All official partners must include a completed Partnership Statement Form in this application package.

6. Native Hawaiian Organization Eligibility (Native American/Native Hawaiian Programs only)

Is the institution an eligible not-for-profit organization that primarily serves and represents Native Hawaiians (as defined in Title 20 U.S.C. Section 7517; if yes, see Proof of Eligibility requirements)? ❑ Yes ❑ No

INSTITUTE of Museum and Library SERVICES

7 a through 7j must be answered on page 3

PROGRAM INFORMATION SHEET - PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

a. Number of hours per week the library collection is accessible to patrons: XXX
b. Number of staff dedicated full-time to library operations: XXX
c. Number of staff with part-time library duties: XXX
d. Number of holdings (books, journals, media): XXX
e. Number of circulation transactions per year: XXX
f. Does library staff have access to the Internet? ❑ Yes ❑ No
g. Does the library provide public access to the Internet? ❑ Yes ❑ No
h. Amount of operating budget for library services in most recently completed fiscal year: $ XXXX
i. Identify which of the following activities will be supported by grant funds (check all that apply):

- ❑ Expand services for learning and access to information and educational resources.
- ❑ Develop library services that provide all users with access to information.
- ❑ Provide electronic and other linkages between and among all types of libraries.
- ❑ Develop public and private partnerships with other agencies and community-based organizations.
- ❑ Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
- ❑ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.

j. Maintenance of Effort (check the appropriate response):

- ❑ FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
- ❑ FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
- ❑ Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- ❑ Nonliving
- ❑ Natural History/Anthropology
- ❑ Animals, living
- ❑ Plants, living

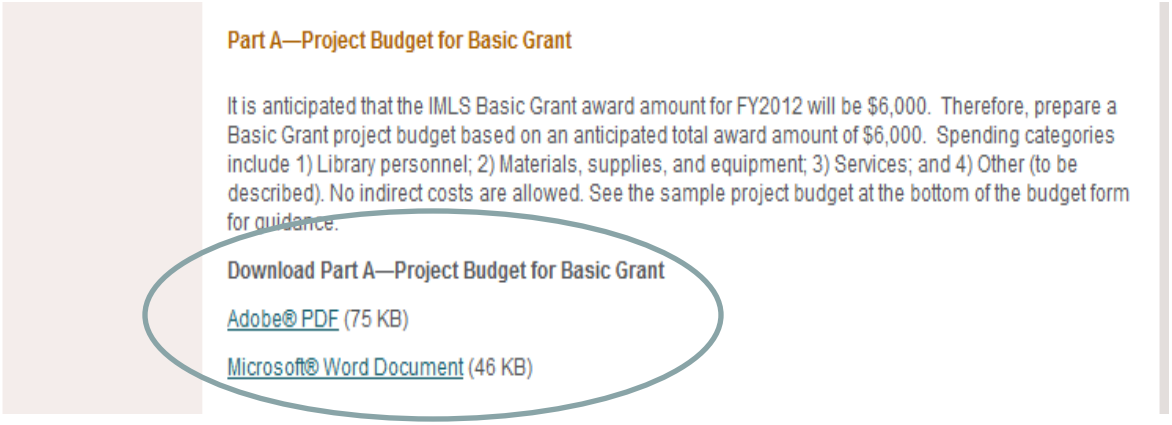
b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

____ aeronautics, space/airplanes	____ horological (clocks)	____ photography, negatives
____ animals, live	____ landscape features, constructed	____ photography, prints
____ animals, preserved	____ machinery	____ physical science projects
____ anthropologic, ethnographic	____ maritime, historic ships	____ plants, live
____ archaeological	____ medals	____ plants, preserved
____ books	____ medical, dental, health, pharmacological	____ sculpture, indoor
____ ceramics, glass, metals, plastics		____ sculpture, outdoor
____ documents, manuscripts	____ military, including weapons	____ textiles and costumes
____ furniture/wooden objects	____ motion picture, audiovisual	____ tools
____ geological, mineral, paleontological	____ musical instruments	____ toys and dolls
	____ numismatics (money)	____ transportation, excluding airplanes
____ historic buildings	____ paintings	
____ historic sites	____ philatelic (stamps)	____ works of art on paper

OMB Number: 3137; expires 07/31/2010. Est. completion time for this form: 20 min. Full burden statement in Guidelines.

INSTITUTE of Museum and Library SERVICES

Fill out the Part A Budget Form next—only for FY12 (not all 3 years)



Part A—Project Budget for Basic Grant

It is anticipated that the IMLS Basic Grant award amount for FY2012 will be $6,000. Therefore, prepare a Basic Grant project budget based on an anticipated total award amount of $6,000. Spending categories include 1) Library personnel; 2) Materials, supplies, and equipment; 3) Services; and 4) Other (to be described). No indirect costs are allowed. See the sample project budget at the bottom of the budget form for guidance.

Download Part A—Project Budget for Basic Grant

Adobe® PDF (75 KB)

Microsoft® Word Document (46 KB)

INSTITUTE of Museum and Library SERVICES

PART A: PROJECT BUDGET FOR NATIVE AMERICAN BASIC GRANT

Applicant Organization:

Use the following table for the Basic Grant project budget. The total should equal $6,000, no more and no less. **No indirect costs are allowed**. This table is also available as fillable PDF and Word forms at http://www.imls.gov/applicants/grants/nativeAmerican.shtm. See the sample budget below for guidance.

Spending Categories	Estimated cost
1. Library Personnel	
2. Materials, supplies, and equipment	
3. Services	
4. Other (describe)	
Total:	**$6,000**

Allowable costs? Check the Program Information section if you have questions on allowable costs. If you can't find the answer to your question, SEND US AN EMAIL.

Give us at least the level of detail that you see in the sample— even more is better!

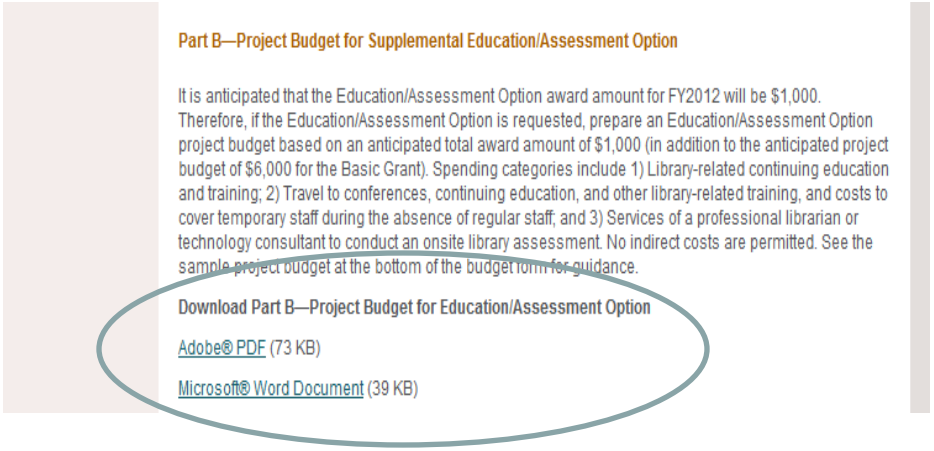
SAMPLE PROJECT BUDGET

Spending Categories	Estimated cost
1. Library Personnel • Library staff/tutor for after-school hours—$13.00/hr x 5 hrs/week x 50 weeks=$3,250	$3,250
2. Materials, supplies, and equipment • New library books and magazine subscriptions • New computer	$1,200 $ 900
3. Services • Storyteller events at the library—$50 honorarium for five storytellers • Training for graphic design for library newsletter	$ 250 $ 100
4. Other • Internet service provider fees—$25/month x 12 months	$ 300
Total:	**$6,000**

OMB Number 3137-0071, Expiration date: 08/31/2013.

INSTITUTE of Museum and Library SERVICES

Now you are ready for the Part B—Education/Assessment Option budget for FY12 only (if requested)



Part B—Project Budget for Supplemental Education/Assessment Option

It is anticipated that the Education/Assessment Option award amount for FY2012 will be $1,000. Therefore, if the Education/Assessment Option is requested, prepare an Education/Assessment Option project budget based on an anticipated total award amount of $1,000 (in addition to the anticipated project budget of $6,000 for the Basic Grant). Spending categories include 1) Library-related continuing education and training; 2) Travel to conferences, continuing education, and other library-related training, and costs to cover temporary staff during the absence of regular staff; and 3) Services of a professional librarian or technology consultant to conduct an onsite library assessment. No indirect costs are permitted. See the sample project budget at the bottom of the budget form for guidance.

Download Part B—Project Budget for Education/Assessment Option

Adobe® PDF (73 KB)

Microsoft® Word Document (39 KB)

INSTITUTE of Museum and Library SERVICES

PART B—PROJECT BUDGET FOR EDUCATION/ASSESSMENT OPTION

Applicant Organization:

The purpose of the Education/Assessment Option is to provide funding for tribal library staff to attend library-related continuing education courses and/or training workshops on- or offsite; to attend or give presentations at conferences related to library services; and/or to hire a consultant for an onsite professional library assessment. Use the following table to describe how the Education/ Assessment Option will be spent. The total should equal $1,000. **No indirect costs are allowed.** This is also available as fillable PDF and Word forms at http://www.imls.gov/applicants/grants/nativeAmerican.shtm. See the sample budget table below for guidance.

Spending Categories	Estimated cost
1. Library-related continuing education/training	
2. Travel to conferences, continuing education, and other library-related training	
3. Services of a professional librarian to conduct an onsite library assessment and provide written assessment and recommendations	
Total:	**$1,000**

SAMPLE PROJECT BUDGET

Spending Categories	Estimated cost
1. Continuing education/training • Registration for state library conference	$100
2. Travel to conferences, continuing education, and other library-related training • Travel to state library conference, hotel, meals	$300
3. Services of a professional librarian to conduct an onsite library assessment • Site visit for collection assessment and report of recommendations	$600
Total:	**$1,000**

OMB Number 3137-0071, Expiration date: 08/31/2013.

Fill in the Part B budget form if you are requesting the $1,000 Education/Assessment Option.

TIPS ON FILLING OUT THE PART B BUDGET:

- The more detail you can give us on what continuing education or conference opportunities you want to attend, the better.
- Sometimes you may not know exactly what will be available during the grant period, so follow the sample budget and provide us with a general idea of the type of activity you plan to do.
- If you want to have a consultant come in and do a library assessment and you know who that person will be, let us know under #3.
- Let us know what type of assessment you plan to have done.
- Make sure you have the consultant submit a written report of their findings and recommendations to you so you can refer to it in the future. It is not required that you send the report to IMLS.

INSTITUTE of Museum and Library SERVICES

Library Services Plan for 2012-2015

The Library Services Plan for 2012-2015 replaces the Long-range Plan required with the Basic Grant application in previous years.

Describe what library services and, if applicable, what education/assessment option activities you plan to support using IMLS funding during the project period of this grant award, July 1, 2012-June 30, 2015 (1-3 pages suggested).

Include the amount of funding requested for FY12, FY13, and FY14.

IF YOU WANT TO SEE A SAMPLE LIBRARY PLAN, PLEASE EMAIL US FOR ONE. IT WILL ALSO BE POSTED ON THE IMLS WEB SITE SHORTLY.

USE IT AS AN EXAMPLE ONLY. TAILOR THE FORMAT TO YOUR TRIBE'S LIBRARY SERVICES NEEDS AND PRIORITIES THAT YOU ANTICIPATE OVER THE NEXT THREE YEARS.

INSTITUTE of Museum and Library SERVICES

LIBRARY SERVICES PLAN FOR 2012-2015

Questions to consider:
--What are you focusing on in each fiscal year?
--Why is it important?
--How will you carry out your plans successfully?
--What results do you anticipate?

SAMPLE PLAN

Name of Tribe/Alaska Native Village/Village Corporation/Regional Corporation: _____

Funding Request:
FY12: $6,000 Basic; $1,000 Education/Assessment Option
FY13: $6,000 Basic; $1,000 Education/Assessment Option
FY14: $6,000 Basic; $1,000 Education/Assessment Option

FY12: July 1, 2012-June 30, 2013

FY12 Basic Grant funds:

The focus for IMLS Basic Grant funds in FY12 will be to increase our collection of materials relating to our Tribe and neighboring Tribes in our region. There are many requests from community members for this type of material, not only in book form, but also DVD, CD, and other electronic formats. Teachers use them for classroom preparation; students consult them for school projects; and adults like to read them for self-directed learning and pleasure. Our goal is to increase our collection by 100 titles in this area, chosen based on the librarian's research of available resources and community requests.

We always participate in the Summer Reading Program sponsored by the state library. Our kids love it! Some Basic Grant funds will be used to hire a temporary staff person to coordinate the Summer Reading Program as well as to purchase books and materials for the activities we plan for the youth during the summer months.

We also plan to join a regional consortium of libraries in order to have access to numerous databases that will help our community members with literacy skills, job searches, health and wellness issues, creative projects, and many other subjects of interest. We keep a list of library users' requests so that we can decide on the appropriate types of databases needed by our clientele.

One other priority for FY12 is to purchase new laptops for our computer lab. The current computers are 8 years old and no longer meet our community's ever-increasing need for fast Internet access. Internet fees will also be covered by the grant. We anticipate that computer usage will jump by 70% as a result of the new laptops.

FY12 Education/Assessment Option funds:

In FY12 we would like to send our tribal librarian to a national conference so that she can learn about other projects that serve Native communities. Registration fees, travel, hotel, and per diem will be covered by the Option funds. Any costs above the $1,000 will be covered by tribal funds. We are thinking of sending her either to an ALA or ATALM conference this year, but haven't decided which one yet. The librarian will report back to the Library Board about what she learned that could improve our library services. The Board will discuss future plans based on her report and a needs assessment that she will conduct in the first two months of the grant period.

Continue with FY13 and FY14 in the same format…….

At this point, you should have:

4 files in PDF format and named:

- Programinfo.pdf
- Basicbudget.pdf
- Optionbudget.pdf
- Plan.pdf

INSTITUTE of Museum and Library SERVICES

Second Q & A

- Do you have any questions before we go to the last section, which will provide an overview of Grants.gov and a step-by-step guide on how to find the Basic Grant application package on www.grants.gov?

- Questions? (Traci will moderate again)

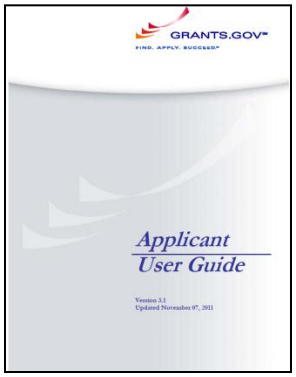
INSTITUTE of Museum and Library SERVICES

Part 2: GRANTS.GOV OVERVIEW

ACCESSING THE BASIC GRANT APPLICATION PACKAGE IN GRANTS.GOV

If you get stuck with the Grants.gov portion of the application, here is where you can get some help directly from Grants.gov (don't ask us—we don't know ☺):

- 24/7 Help Desk for Grants.gov questions: 1-800-518-4726 (recommended)
- Email support at support@grants.gov (usually slower and less tailored response to questions)
- **http://www.grants.gov/assets/Applicant-User-Guide_110711.pdf**



INSTITUTE of Museum and Library SERVICES

The Tribe is responsible for these three processes that are necessary in order to submit through Grants.gov:

Getting a D-U-N-S® Number
Read more about Getting a D-U-N-S® Number

CCR Registration
Read more about CCR Registration

Grants.gov Registration
Read more about Grants.gov Registration and Tips for Using Grants.gov

Find out who the Grants.gov contact is at your Tribe and check to see that all of the Tribe's registrations are current.

Tribal Libraries or other non-tribal entities that will be administering the Basic Grant do NOT register for Grants.gov for this grant program.

INSTITUTE of Museum and Library SERVICES

The SF-424s form

The SF-424s form is only available in the package that applicants must download from Grants.gov.

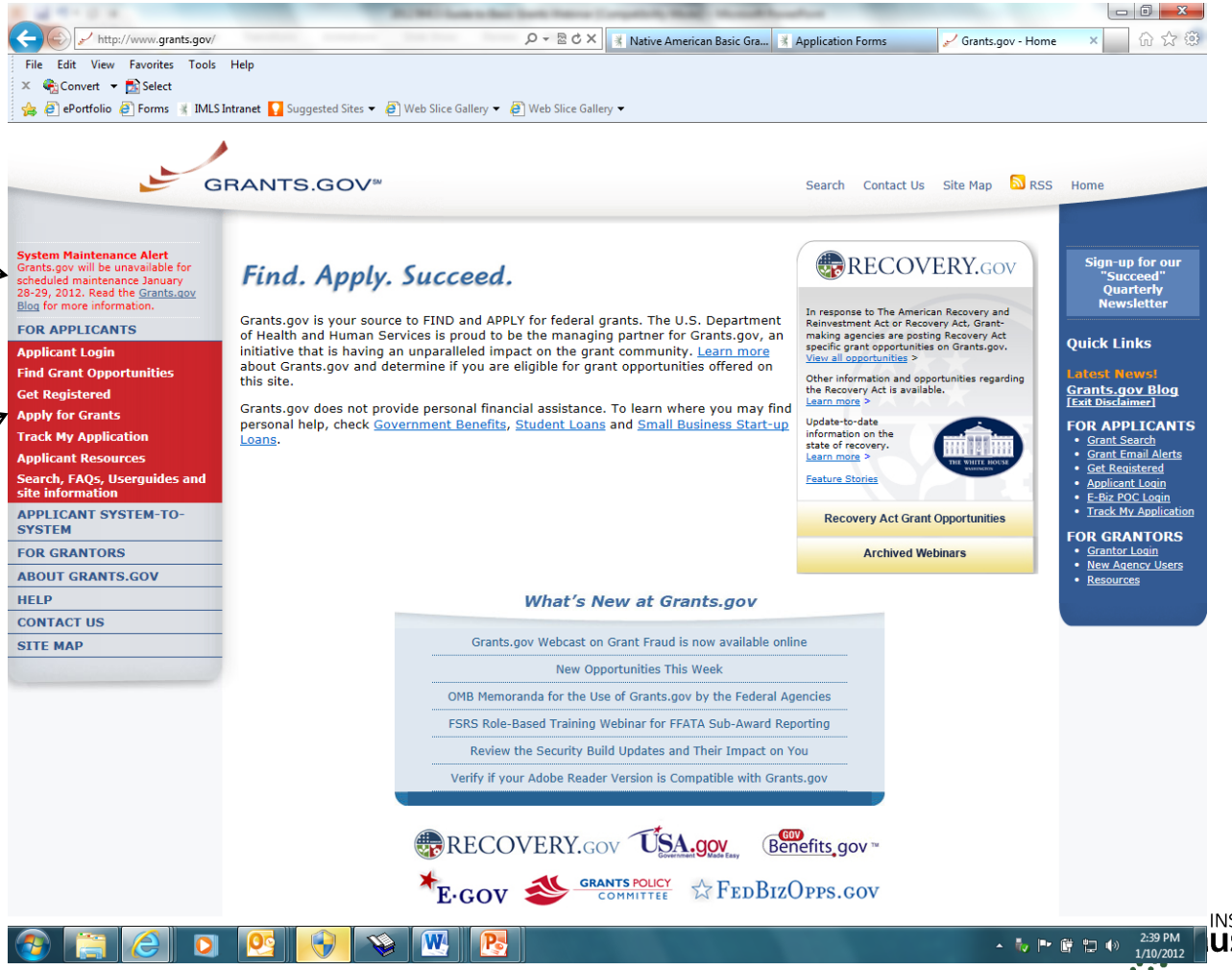
To find it, go to *www.grants.gov*

INSTITUTE of Museum and Library SERVICES

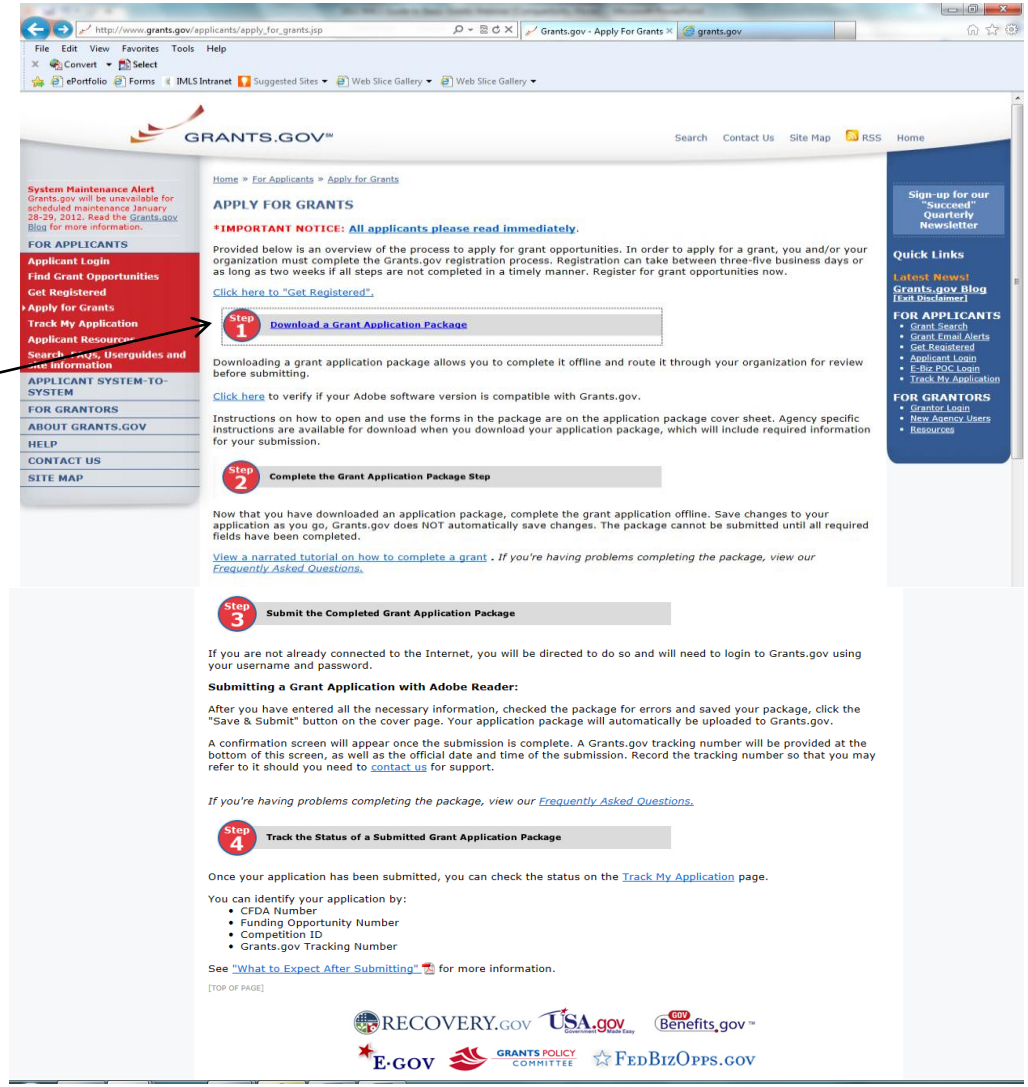
VERY IMPORTANT—This is the main page of www.grants.gov and is where you will find technical information and updates for the Grants.gov system

Check here a few days before you plan to submit to see if there is any scheduled maintenance that would affect your submission timeline.

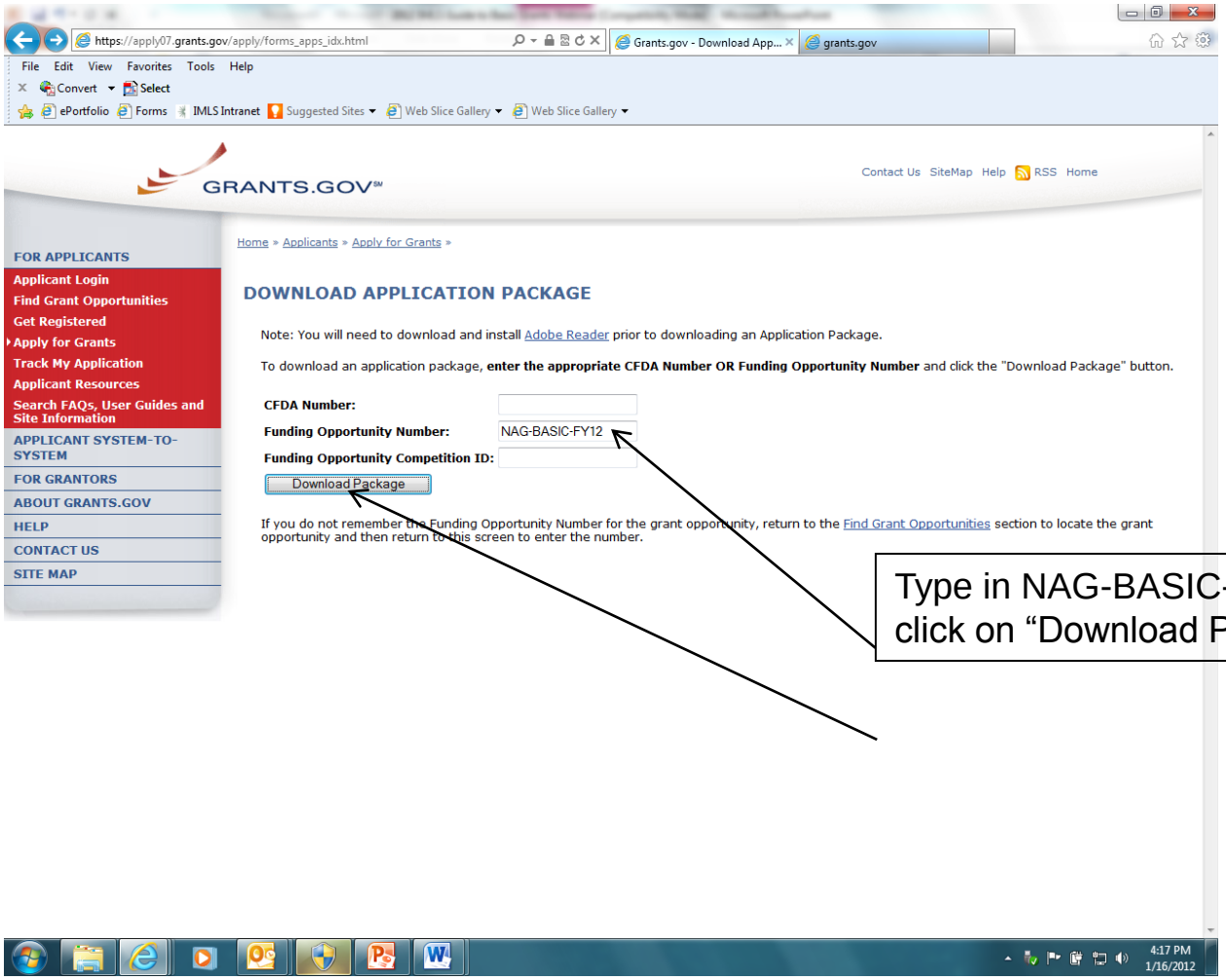
To find the Basic Grant application, first click on "Apply for Grants"



Then click on Step 1

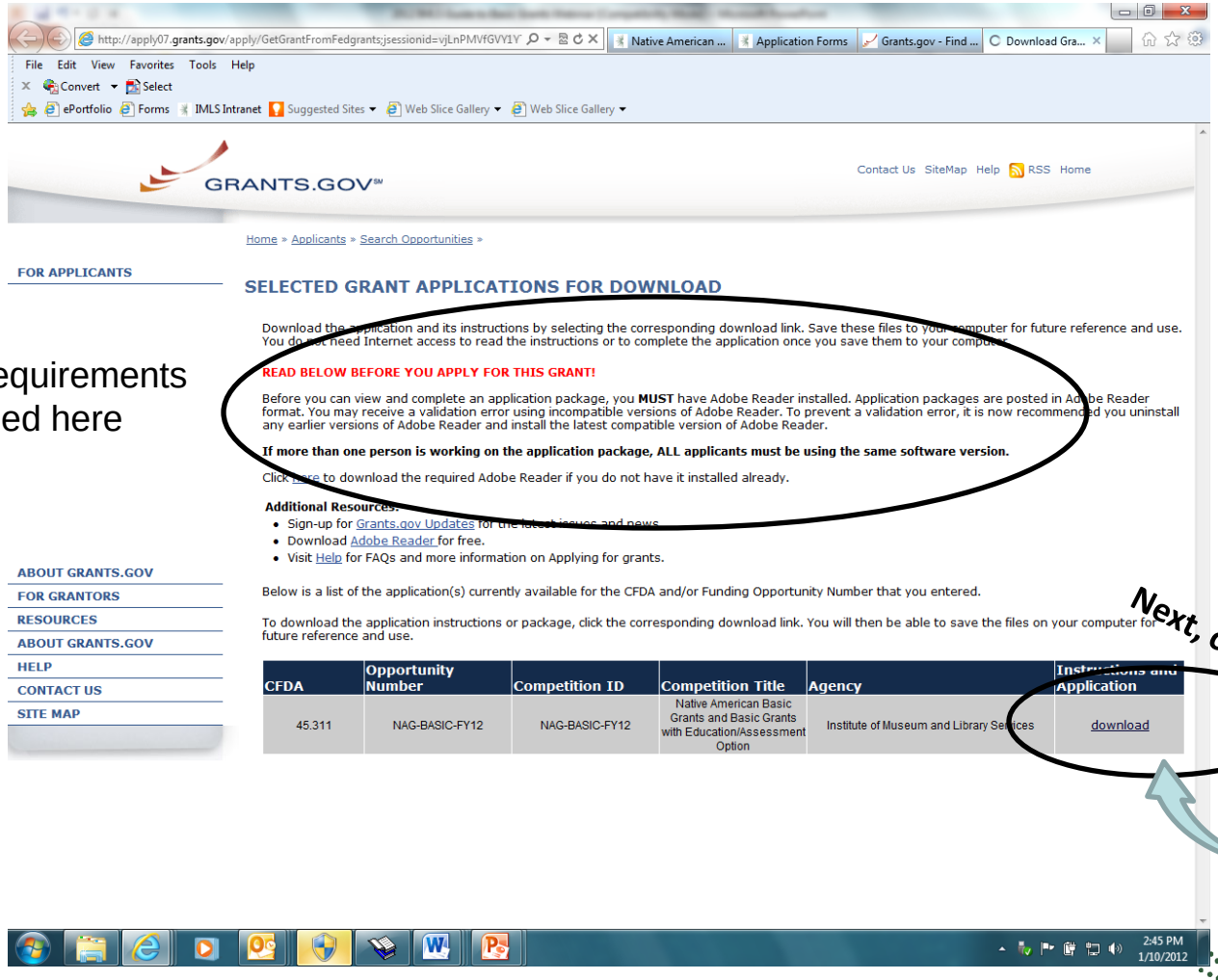


INSTITUTE of Museum and Library SERVICES

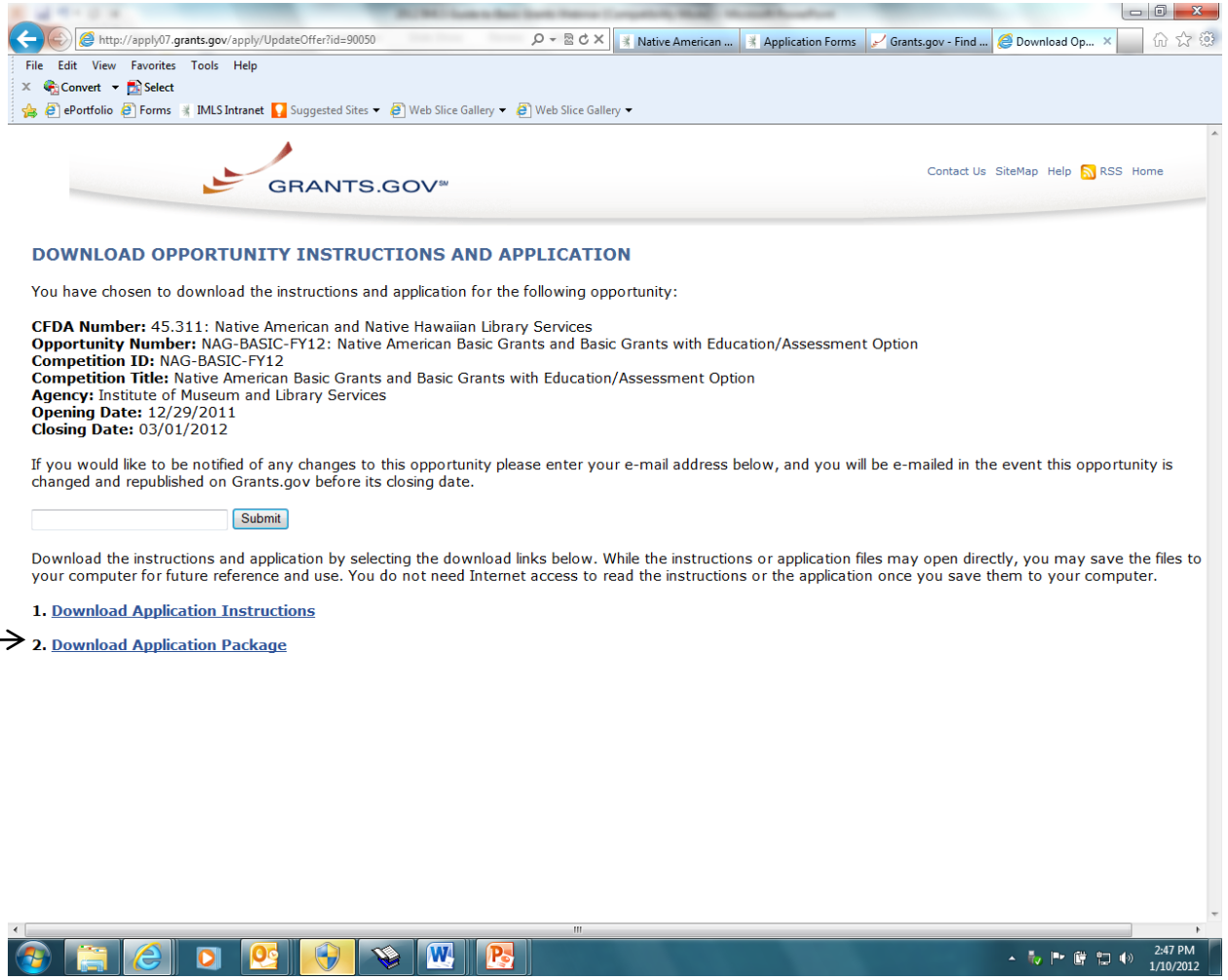


INSTITUTE of Museum and Library SERVICES

Software requirements are explained here

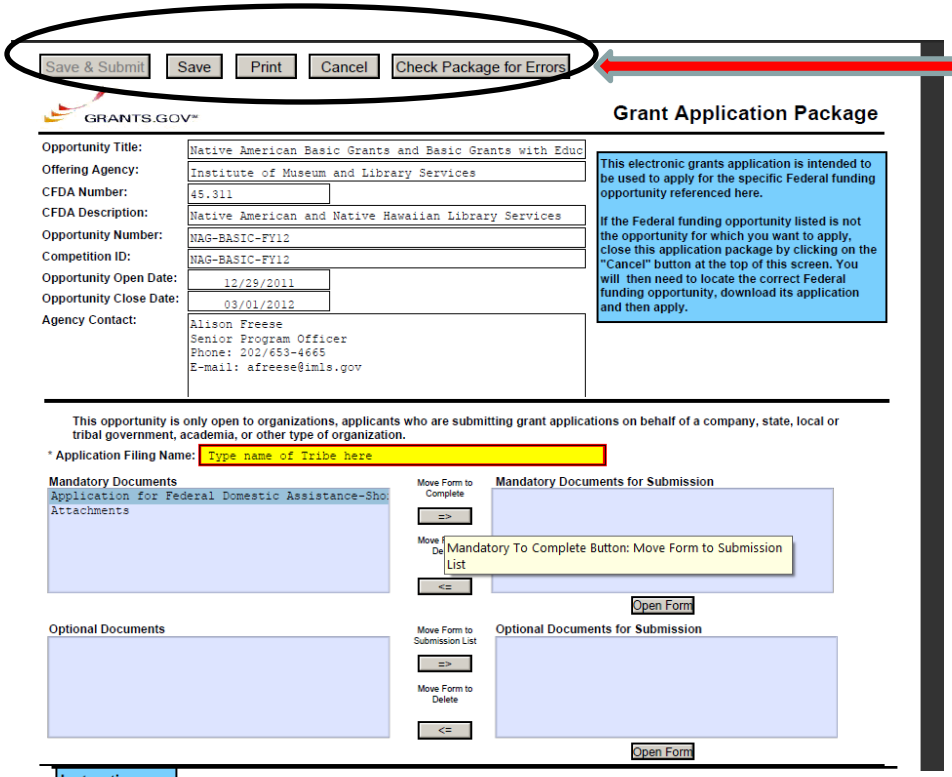


INSTITUTE of Museum and Library SERVICES



The link to the SF-424s is here under #2.

INSTITUTE of Museum and Library SERVICES



Note these tabs at the top of the form for saving, printing, checking errors, and submitting the application package.

This screen is the cover page for the SF-424s form for the application package. Read the instructions at the bottom of the page to complete this portion of the application.

How do you get to the forms?

1. Highlight "**Application for Federal Domestic Assistance**" to open the mandatory SF-424 form

2. Click on arrow to move the form to the right box

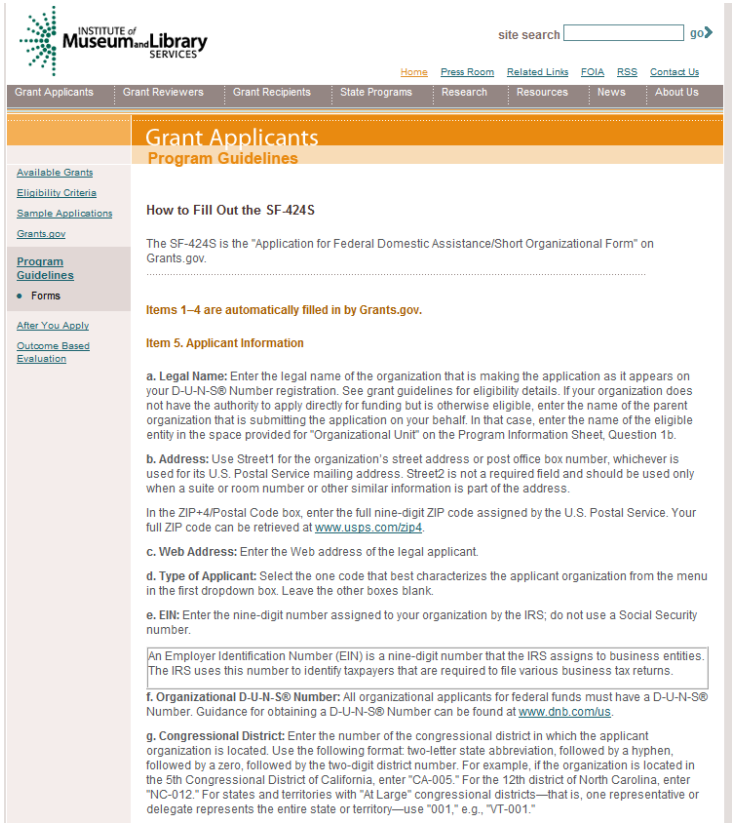
3. Highlight "**Application for Federal Domestic Assistance**" again

3. Click "Open Form" below the blue box

INSTITUTE of Museum and Library SERVICES

Where are the instructions on how to fill out the SF-424s?

- They are on the IMLS web site at http://www.imls.gov/applicants/sf424s.aspx and are linked to from the Table of Application Components in the online guidelines.



INSTITUTE of Museum and Library SERVICES

site search go

Home | Press Room | Related Links | FOIA | RSS | Contact Us

Grant Applicants | Grant Reviewers | Grant Recipients | State Programs | Research | Resources | News | About Us

Grant Applicants

Program Guidelines

Available Grants
Eligibility Criteria
Sample Applications
Grants.gov
Program Guidelines
- Forms
After You Apply
Outcome Based Evaluation

How to Fill Out the SF-424S

The SF-424S is the "Application for Federal Domestic Assistance/Short Organizational Form" on Grants.gov.

Items 1–4 are automatically filled in by Grants.gov.

Item 5. Applicant Information

a. Legal Name: Enter the legal name of the organization that is making the application as it appears on your D-U-N-S® Number registration. See grant guidelines for eligibility details. If your organization does not have the authority to apply directly for funding but is otherwise eligible, enter the name of the parent organization that is submitting the application on your behalf. In that case, enter the name of the eligible entity in the space provided for "Organizational Unit" on the Program Information Sheet, Question 1b.

b. Address: Use Street1 for the organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a suite or room number or other similar information is part of the address.

In the ZIP+4/Postal Code box, enter the full nine-digit ZIP code assigned by the U.S. Postal Service. Your full ZIP code can be retrieved at www.usps.com/zip4.

c. Web Address: Enter the Web address of the legal applicant.

d. Type of Applicant: Select the one code that best characterizes the applicant organization from the menu in the first dropdown box. Leave the other boxes blank.

e. EIN: Enter the nine-digit number assigned to your organization by the IRS; do not use a Social Security number.

An Employer Identification Number (EIN) is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

f. Organizational D-U-N-S® Number: All organizational applicants for federal funds must have a D-U-N-S® Number. Guidance for obtaining a D-U-N-S® Number can be found at www.dnb.com/us.

g. Congressional District: Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by a zero, followed by the two-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." For states and territories with "At Large" congressional districts—that is, one representative or delegate represents the entire state or territory—use "001," e.g., "VT-001."

INSTITUTE of Museum and Library SERVICES

Page 1

OMB Number: 4040-0003
Expiration Date: 01/31/2007

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Version 01

*** 1. NAME OF FEDERAL AGENCY:**
Institute of Museum and Library Services

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
45.311
CFDA TITLE:
Native American and Native Hawaiian Library Services

*** 3. DATE RECEIVED:** Completed Upon Submission to Grants.gov **SYSTEM USE ONLY**

*** 4. FUNDING OPPORTUNITY NUMBER:**
NAG-BASIC-FY08
*** TITLE:**
Native American Library Services Basic Grant

5. APPLICANT INFORMATION

* a. Legal Name:

b. Address:

* Street1:	Street2:
* City:	County:
* State:	Province:
* Country: USA: UNITED STATES	* Zip/Postal Code:

c. Web Address:
http://

* d. Type of Applicant: Select Applicant Type Code(s):	* e. Employer/Taxpayer Identification Number (EIN/TIN):
Type of Applicant:	* f. Organizational DUNS:
Type of Applicant:	* g. Congressional District of Applicant:
* Other (specify):	

6. PROJECT INFORMATION

* a. Project Title:

* b. Project Description:

Start Date: 7/1/12 End Date: 6/30/15

c. Proposed Project: * Start Date: | * End Date:

Page 2

OMB Number: 4040-0003
Expiration Date: 01/31/2007

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Version 01

7. PROJECT DIRECTOR

Social Security Number (SSN) - Optional:

Disclosure of SSN is voluntary. Please see the application package instructions for the agency's authority and routine uses of the data.

Prefix: * First Name:	Middle Name:
* Last Name:	Suffix:
* Title:	* Email:
* Telephone Number:	Fax Number:
* Street1:	Street2:
* City:	County:
* State:	Province:
* Country: USA: UNITED STATES	* Zip/Postal Code:

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to Item 9):

Social Security Number (SSN) - Optional:

Disclosure of SSN is voluntary. Please see the application package instructions for the agency's authority and routine uses of the data.

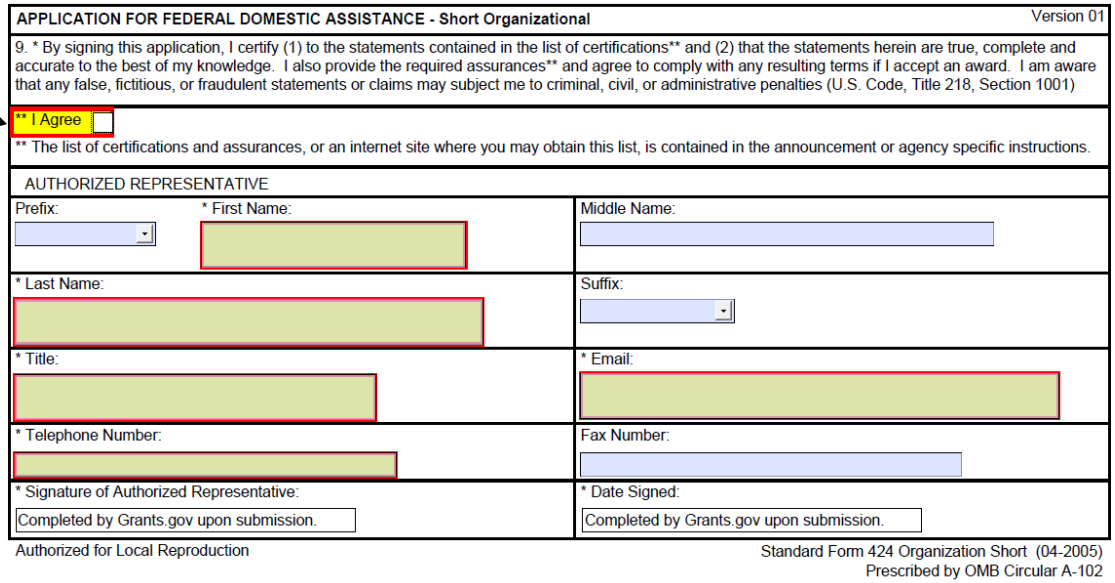
Prefix: * First Name:	Middle Name:
* Last Name:	Suffix:
* Title:	* Email:
* Telephone Number:	Fax Number:
* Street1:	Street2:
* City:	County:
* State:	Province:
* Country: USA: UNITED STATES	* Zip/Postal Code:

These are the first two of three pages of the SF-424s

INSTITUTE of Museum and Library SERVICES

This is page 3 of the SF-424s

Checking the "I Agree" box indicates agreement with the Assurances and Certifications that are linked to within the Basic Grant web-based guidelines.



APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Version 01

9. * By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001)

** I Agree

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix:	* First Name:	Middle Name:
* Last Name:		Suffix:
* Title:		* Email:
* Telephone Number:		Fax Number:
* Signature of Authorized Representative:		* Date Signed:
Completed by Grants.gov upon submission.		Completed by Grants.gov upon submission.

Authorized for Local Reproduction

Standard Form 424 Organization Short (04-2005)
Prescribed by OMB Circular A-102

IMPORTANT!

There are two types of Authorized Representative to be aware of:

1. A **Tribal** Authorized Representative who has the authority to apply for federal support and enter into legal agreements in the name of the Tribe (often it is the Chairperson or Finance Director, for example). Put the Tribal Authorized Representative's name and contact information in the first four lines of this page.

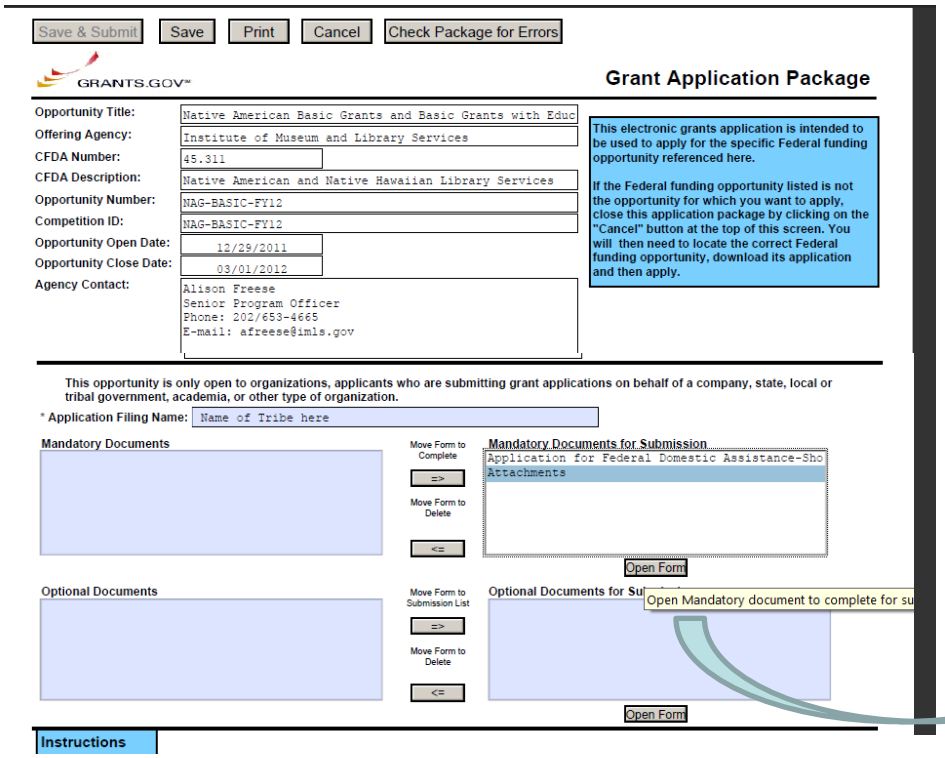
2. A **Grants.gov** Authorized Representative is a person who has registered with the Grants.gov system and has permission to submit applications electronically on behalf of the Tribe. This person may be the Chairperson, Finance Director, OR a grants officer and sometimes the librarian that has received permission and password information from the Tribal Grants.gov contact.

INSTITUTE of Museum and Library SERVICES

BUT WAIT…

Don’t hit the “Submit” button until you have attached the IMLS-required documents!

INSTITUTE of Museum and Library SERVICES



Return to the cover page. Bring the “Attachments” form over to the right, highlight it again, then click on “Open Form”

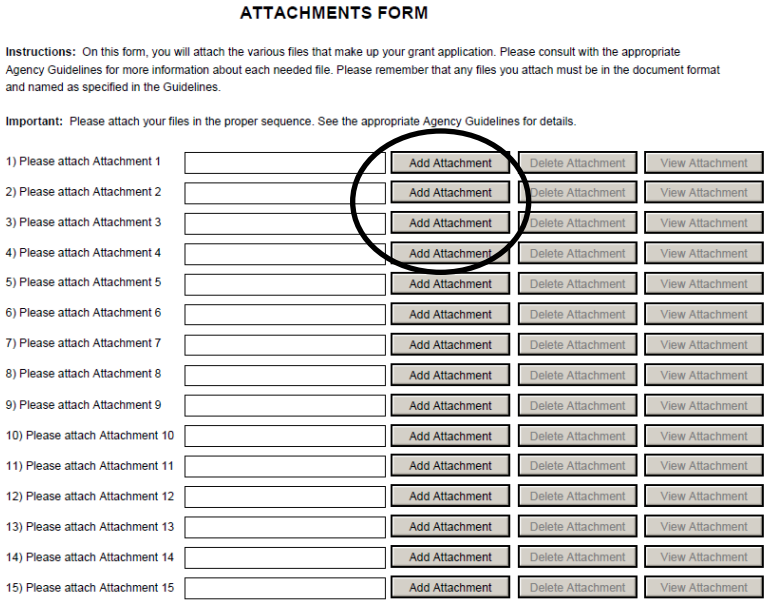
INSTITUTE of Museum and Library SERVICES

This Attachments Form is used to attach the Program Information Sheet, Part A Budget, Part B Budget (if requested), and the Library Services Plan for 2012-2015.

Click on "Add Attachment" to open browser.

Find the forms and attach in this order with these titles:

1. Programinfo.pdf
2. Basicbudget.pdf
3. Optionbudget.pdf (if requested)
4. Plan.pdf



ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1		Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2		Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3		Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4		Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

INSTITUTE of Museum and Library SERVICES

Once all of the forms have been completed or attached and saved, a Grants.gov Authorized Representative will initiate the submission process from this page.

GRANTS.GOV

Grant Application Package

Application Submission Verification and Signature

Opportunity Title:	**Native American Library Services Basic Grant**
Offering Agency:	**Institute of Museum and Library Services**
CFDA Number:	**45.311**
CFDA Description:	**Native American and Native Hawaiian Library Services**
Opportunity Number:	NAG-BASIC-FY12
Competition ID:	
Opportunity Open Date:	
Opportunity Close Date:	
Application Filing Name :	

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the "Sign and Submit Application" button below to complete the process. You will then see a screen prompting you to enter your user ID and password.

If you do not want to submit the application at this time, click the "Exit Application" button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

Sign and Submit Application

Exit Application

INSTITUTE of Museum and Library SERVICES

You're not done yet!

Not until the following series of e-mail notices have been received or an e-mail with an error message explaining why the application was not accepted by Grants.gov.

The e-mail notices go ONLY to the Grants.gov Authorized Representative who submitted the application.

Follow up with that person after the application has been submitted to be sure it was accepted and retrieved by the grantmaking agency!

Home > Apply for Grants > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

INSTITUTE of Museum and Library SERVICES

NOTIFICATION 1: Submission Receipt Email

Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation.

Example Submission Receipt Email

From:	OS Support@Grants.gov
To:	Gundulpet, Rathna (HHS/ASRT)
Cc:	
Subject:	GRANT00079948 Grants.gov Submission Receipt
Attachments:	

```
Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at  03-Apr-08  04:31:22 PM  ET
Validation may take up to 2 business days.

Type: GRANT

Grants.gov Tracking Number:  GRANT00079948
We will notify you via email when your application has been validated by Grants.gov and is ready
for the Grantor agency to retrieve and review.

        DUNS Number:  0000000020000
        AOR name:  Rathna Gundulpet
        Application Name:  No Training Program form!
        Opportunity Number:  RG-04032008-PHS-398-RESEARCH-TRAINING-PR
        Opportunity Name:  PHS 398 Research Training Program Plan
         /ApplicantLoginGetID

Thank you.
Grants.gov
if you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4726(M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only.  Please do not reply to this email for
any purpose.
```

INSTITUTE of Museum and Library SERVICES

NOTIFICATION 2: Submission Validation Receipt Email

After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination.

Example Submission Validation Receipt Email

From:	OS Support@Grants.gov
To:	Gundulpet, Rathna (HHS/ASRT)
Cc:	
Subject:	GRANT00079765 Grants.gov Submission Validation Receipt for Application
Attachments:	

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT
Grants.gov Tracking Number: GRANT00079765

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.
Grants.gov
mailto:support@grants.gov

If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726(M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

INSTITUTE of Museum and Library SERVICES

NOTIFICATION 3: Grantor Agency Retrieval Email

Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a third and final email from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system.

Example Grantor Agency Retrieval Email

From: support@grants.gov [support@grants.gov] Sent: Tue 5/20/2008 10:18 AM
To: Sabharwal, Raj
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00080623
Attachments:

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT
Grants.gov Tracking Number: GRANT00080623

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
http://trapply.grants.gov

If you haven't received a "Verification of Receipt" email from IMLS 30 days after the deadline—contact us!!! If you don't get an email, that means your application did not reach the program staff and you need to alert us that there is a problem.

INSTITUTE of Museum and Library SERVICES

For Basic Grant Program Information, contact:

Alison Freese

Senior Program Officer
Native American/Native Hawaiian Library Services
Phone: 202-653-4665; Fax: 202-653-4601
afreese@imls.gov

Traci Rucker

Library Program Specialist for the Basic Grant Program
Office of Discretionary Programs
Phone: 202-653-4689, Fax: 202-653-4601
trucker@imls.gov

Institute of Museum and Library Services
1800 M Street NW, 9th Floor,
Washington, DC 20036-5802

Thank you!

INSTITUTE of Museum and Library SERVICES